

State of Montana
Office of the State Public Defender
HOW DO I GET PAID?

1. You must be set up in the state vendor system. If you have provided services to the State of Montana in the past, you will already have a unique vendor identification number. If you are new to the system, you will need to complete a W-9, and fax it to 406-496-6098, attention Accounting. If you aren't sure if you already have a vendor identification number, or if you have other questions, please call or email Traci at 406-496-6382.
2. The Office of the State Public Defender consists of a Central Office, eleven regional offices, and the Office of the Appellate Defender. Initial service requests, pre-approval of services (for costs exceeding \$200), and invoice review and approval are handled at the regional level, by the Appellate Defender or by the Conflict Manager for conflict cases. Invoices are then forwarded to the Central Office for payment. To locate regional, appellate and conflict manager information, go to <http://publicdefender.mt.gov>.
3. **Contract attorneys** must provide a detailed daily log and summarize the information on the appropriate contract attorney summary claim form. The client name and the OPD number must be included on the form. Submit the claim directly to the regional office, the Appellate Defender or the Contract Manager by the tenth of the month following the month of service. (Conflict, non-conflict and appellate matters are to be submitted separately and there is a separate form for each.)
4. Contractors providing **other professional services** must provide a detailed invoice and summarize the information on the miscellaneous claim for services form. The client name, attorney's name and the OPD number must be included on the form. Sign and submit the claim directly to the regional office, the Appellate Defender or the Contract Manager by the tenth of the month following the month of service. (Conflict, non-conflict and appellate matters are to be submitted separately and there is a separate form for each.)
5. **Always** attach a copy of the pre-approval notice for any pre-approved costs (exceeding \$200) to the claim form.
6. **Always** attach receipts pertaining to any additional miscellaneous costs you claim.
7. Mileage can be claimed at .485 per mile for all travel required **in excess of 15 miles** from your established place of business. Attach a Contractor Travel Form detailing your travel costs by case number, and put the total on the claim form.
8. Contractors providing **non-client related services** (general operating costs) are not required to provide a cover claim form. Submit invoices (not statements) directly to the appropriate regional or appellate office for review and approval.
9. All claim forms can be found on our website: <http://publicdefender.mt.gov/>
10. Feel free to contact Accounting at 406-496-6089 if your payment seems late (30 days or more) or with any questions or concerns that you might have.